

**Department of Public Works  
City of Rochester  
Project Construction Record**

**PART I CONTRACT INFORMATION**

Project Engineer or Inspector: Fill in this part after pre-construction meeting and before work begins. Submit photocopy to Department of Public Works - Attention City Owner Inspector

Project Number	J	Description	
Contract Amount	\$	Location	
Type of Contract (Circle One)	City Contracted		Date of Award
	Owner Contracted		Date of Council Approval

**PROJECT ENGINEER & FIRM**

Firm Name		Firm Contact	
Firm Address		Firm Phone	
Prime Contractor		Phone	
Superintendent		Phone	
Off-Hour Emergencies		Phone	
Sub-Contractor (s)		Phone	
Sub-Contractor (s)		Phone	
Sub-Contractor (s)		Phone	
Bonding Company			
Pre-Construction Meeting Location		Date	

**PART II PROJECT CONSTRUCTION STATUS**

Submit updated photocopy of this form, Parts I and II, to City Owner Inspector at end of season suspension and/or at time of other major suspension of work. If more space is needed please attach additional sheet.

Intermediate Phases of Work	Date Started	Work Suspended			Date Resumed	Date Completed	Date Roll Test
		Date	Reason	% Completed			
Demo/ Cl. & Gr. /Rough Grade							
Sanitary Underground							
Watermain Underground							
Storm Underground							
Subgrade Roll Test							
Aggregate Base Roll Test							
Concrete (C. & G., Sidewalk)							
Bituminous Base Inspection							
Bituminous Base Pavement							
Bituminous Binder Pavement							
Bituminous Wearing Pavement							
Grading Inspection/Lot As Builts							

Intermediate Phases of Work	Date Started	Work Suspended			Date Resumed	Date Completed	Date Roll Test
		Date	Reason	% Completed			
Pond Inspection							
Sanitary Air Test							
Sanitary Mandrel Test							
Sanitary Vacuum Test							
Televised Date							
Semi Final Inspection							
Sealcoat (when specified)							
Special (Conc. Pav., Box Culv, etc.)							

**PART III – SUMMARY OF WORK SCHEDULE ENTIRE PROJECT**

Fill in Part III below, part IV below and “Engineer’s Certification of Acceptance Part I” after Project is entirely completed including all corrective work. Submit updated copy of this completed form to City Owner Inspector together with a copy of each of the other documents listed in Part IV.

Date Specified		Actual Construction Dates			All Work Completed Including Corrections
Started	Complete	Started	Suspended	Resumed	

**PART IV – PROJECT FORMS CHECK OFF LIST**

Please submit “ORIGINAL” If So Designated

	Submitted		Filed	
	(By Pro. Eng.)		(by City)	
	Yes	No	Yes	No
Pre-Construction Meeting Minutes				
Notice to Proceed				
Work Orders to Contractor NONE (Circle if None)				
Accident/Damage Reports NONE (Circle if None)				
Materials- Certifications of Compliance				
Materials – Test Reports (Density, Grad., Conc., Bitum., etc.)				
Watermain Acceptance Report from City Water Department				
Semi-Final and Final Inspection Report				
Engineer’s Certification of Acceptance “ORIGINAL”				
Televising Request Form / Results				
Roll Test Reports				
Bituminous Yield Calculations				
Lot Grading As Builts				
Pond As Builts				
As Builts in PDF and DWG Form				

Part I signed by Project Engineer and Recommending

“DATE OF ACCEPTANCE” as \_\_\_\_\_

This form prepared by \_\_\_\_\_ on \_\_\_\_\_  
Signature Date